

Open Enrollment Instructions for 2022


1. Click on the task itself in your Workday inbox.
2. Click on the orange “Let’s Get Started” button.
3. You will next see the screen shown below.
4. This is only the top half of what you will see, so be sure to scroll down to see everything.
5. On each section, you will see the blue “Enroll” or “Manage” button. Go through each section that needs to be changed due to adding, removing, or changing the appropriate information.
6. Each section will have its own specific instructions, be sure to read through those first as they will help you greatly. Be sure to scroll down in each section in case there are additional instructions not initially visible on your screen.

Open Enrollment

Projected Total Cost (Monthly)
\$354.56

Projected Total Credits
\$0.00


Health Care and Accounts

**Medical**
Kaiser Foundation Health Plan of the Northwest HDHP

Cost (Monthly)
\$7.22

Coverage
Employee Only


Manage

**Dental**
Kaiser Foundation Health Plan of the Northwest Traditional


Cost (Monthly)
\$5.68

Coverage
Employee Only

Manage


**Vision**
Waived

Enroll


**Health Savings Account**
Health Equity Age >= 55 as of 12/31

Contribution (Monthly)
\$341.66


Manage

**Health Care FSA**
Waived

Enroll

**Dependent Care FSA (Daycare)**
Waived

Enroll

**Limited Purpose FSA**
Waived

Enroll

These two items **MUST** be re-enrolled into each year if you want to have them, they **DO NOT** automatically roll over from year to year.

Insurance



Group Term Life

The Standard Insurance Company 1 X Annual Salary - Max \$150,000 (Employee)

Cost (Monthly)

Included

Coverage

1 X Salary

[Manage](#)



Group Term AD&D

The Standard Insurance Company 1 X Annual Salary - Max \$150,000 (Employee)

Cost (Monthly)

Included

Coverage

1 X Salary

[Manage](#)



Additional Employee Life

Waived

[Enroll](#)



Additional Employee AD&D

Waived

[Enroll](#)



Additional Spouse Life

Waived

[Enroll](#)



Additional Spouse AD&D

Waived

[Enroll](#)



Additional Child Life

Waived

[Enroll](#)



Long Term Disability

The Standard Insurance Company Class 1 & 2 LTD (Employee)

Cost (Monthly)

Included

Coverage

60% of Salary

[Manage](#)



Long Term Disability Buy-Up

Waived

[Enroll](#)

Additional Benefits



Employee Assistance Program

Cascade Centers

Cost (Monthly)

Included

Coverage

Employee

[Manage](#)

[Review and Sign](#)

[Save for Later](#)

- Once you completed all sections and have enrolled in everything you wish to have, click the yellow “Review and Sign” button.
- Look over the “View Summary” screen to make sure everything looks correct. Read instructions at the top of page.
- Scroll down and click the “I accept” button – this is your electronic signature
- Click “Submit”
- Click on **“View 2022 Benefits Statement”** and read the instructions at the top of the next page.
- Click “Print” for your records. You will not be able to print this later and you will not be able to see your elections in Workday until after Open Enrollment has closed and posted.

PLEASE NOTE:

- If you are opting out of medical and/or dental coverage, you will need to “Select” the “Opt-Out” option, you cannot have “waived” selected on all choices, otherwise you will get an error message.

Plans Available

You must select a plan. The displayed cost of waived plans assumes coverage for Employee Only.

5 items

*Selection	Benefit Plan	You Pay (Monthly)	Company Contril
<input checked="" type="radio"/> Select <input type="radio"/> Waive	Clark County Washington Opt Out	Included	\$0.00

You will also need to provide a copy of the **2022 Clark County Opt-Out Form**, which will be sent to you through email after Open Enrollment has closed.

- If you elected to add or increase **Additional Life** for yourself, spouse, domestic partner, or child, you will need to fill out a Medical History Statement for each person you are requesting it on. This form will be sent to you by email after Open Enrollment closes. You will then print off the number of copies you need, fill them out and mail them into The Standard Insurance’s Underwriters Department; address is on the form. It usually takes 8 to 12 weeks for confirmation. Once received, that’s when the new amount of coverage will begin, and you will begin paying the additional premium. If your request is denied, the task will be removed from your Workday account.
- All new coverages or changes are effective January 1st, 2022, (except for Additional Life).
- If you are a **New Hire** still within your 90 day waiting period for dental, dental will become effective the first of the month following 90 days of employment.
- New this year!** Open Enrollment can be done from your smartphone!
 - Mobile App instructions can be found here: https://clarknet.clark.wa.gov/system/files/fileuploads/workday/2019/05/workday_mobile_setup_pdf.pdf
 - PLEASE NOTE:** The specific instructions on how to enroll for each benefit are not “seen” in this application. If you are needing that, you will want to complete your enrollment through your PC or laptop.
- If you have any questions, please email Benefits@Clark.wa.gov or call 564-397-2117 and leave a message.